

# Become a Reviewer

To be considered as a reviewer for *The Biophysicist*, you will need to log into your profile record in our manuscript tracking database. If you do not think you have a record, click this navigate to <https://thebiophysicist.msubmit.net/> click the link 'New Authors Should Register for an Account.' Fill in your last name, email address, and telephone number and the system will search to see if you are in our database. You will be directed to a profile screen where you can complete the data fields including your areas of research. To be considered as a potential reviewer, check “yes” to the question “Will you consider being a peer reviewer for this journal?”

## Reviewer Guidelines

### Reviewers' Conflicts of Interest

Reviewers should not review manuscripts that include authors from their own institution or with whom they have collaborated within the previous three years. If the reviewer and the authors might be considered competitors, then the reviewer is responsible to disclose these details to the Editor when the review is solicited.

### Reviewers' Confidentiality

Reviewers shall not discuss, write about, disseminate or otherwise use any information from a manuscript that they have received to review, until the paper has appeared in print. Reviewers have the responsibility to remain anonymous to the authors and shall not contact the authors directly, unless prior agreement has been given by the Editor.

### Timely Responses

Reviewers have the responsibility, upon accepting a manuscript, to return their review within the requested time. All Reviewers are given 20 days to complete.

Conditionally Accepting to Review: Reviewers who need additional time to review or have special terms should conditionally accept to review through the submission site by emailing the Editorial Office at [thebiophysicist@biophysics.org](mailto:thebiophysicist@biophysics.org). The Journal staff will evaluate your conditions and determine if the conditions are acceptable.

## Review Process


The manuscript submission and peer review process is broken down into the following 6 steps:

1. The Author submits a manuscript.
2. The Editors decide if the manuscript will be sent to review.
3. The Editors assign Reviewers to the manuscript.
4. The Reviewers review the manuscript.
5. The Editors makes a decision based on the reviews.
6. The Editors draft and send the decision letter to the Author.

As a Reviewer, you are responsible for step #4.


Reviewers are asked to judge whether the manuscript is suitable for TBP, and whether revisions are needed. Referees are asked to refrain from including comments regarding the suitability of the manuscript for publication in the Comments to the Author section. Such comments will be removed.

## Navigating the System

When you first log into the system, you will be taken to your "Home" page. It will have different categories of tasks. If you are required to perform a pending action item, there will be a **red arrow**  next to a manuscript link. After clicking on this link, you will be presented with a "Manuscript" screen containing:

- Detailed Information about a specific manuscript.
- Links to the manuscript and associated figures/images. □ A list of "Manuscript Tasks" or links allowing you to:
  - Accept/Decline Reviewer Position
  - Check Status ○ Review Manuscript

(Not all links may be present. Only applicable links will be visible.)

If there are no **red arrows**  visible on the "Home" page, then you are finished. There is no pending work you need to worry about.

## Review Manuscript

After logging into the system and clicking on a manuscript link preceded by a red arrow, you will be presented with a "Manuscript" screen as described above. At the bottom of this screen under "Manuscript Tasks" will be displayed a "Review Manuscript" link. Clicking on this link will display the "Review Manuscript" screen.

If you prefer to work offline, you may find it quickest to download and print the PDF file, **draft your review remarks and cut/paste it back into the reviewer remarks text area on this screen.**

## Getting Help

If you need additional help, you can click on the help signs  spread throughout the system. A help dialog will pop up with context-sensitive help.

Please email [thebiophysicist@biophysics.org](mailto:thebiophysicist@biophysics.org) to contact the Editorial Office with questions.

## Manuscript Status

You can get the status of the manuscript(s) you review by:

1. Logging into the system with your user name and password.
2. Clicking on the link represented by the manuscript tracking number and abbreviated title.
3. Clicking on the "Check Status" link at the bottom of the displayed page.

This procedure will display detailed tracking information about where the manuscript is in the submission/peer review process.

Please press [HOME](#) to continue.